Team Training Program
Secondary Transition Mentoring Project/College and Career Readiness Team Training
Grant Name: 2016 IDEA – STMP–CCRTT-1
Funding Source: Individuals with Disabilities Education Improvement Act (IDEA)
Team Selection Based on Greatest Need

REQUEST FOR GRANTS (RFG) Abridged

Introduction
Arizona's State Performance Plan and Annual Performance Report, as required by the U.S. Department of Education, Office of Special Education Programs (ED/OSEP), are focused on improving the implementation of IDEA Part B using a results-driven accountability (RDA) framework to positively impact graduation (Indicator 1), dropout (Indicator 2), quality of transition components in the IEP (Indicator 13), and post school outcomes (Indicator 14).

Purpose
The Special Projects STMP/CCRTT team is extending an invitation for eligible teams to participate in the revised and enhanced highly effective team-training program, Secondary Transition Mentoring Project/College and Career Readiness Team Training (STMP/CCRTT) to help eligible local education agencies (LEAs) provide all students with the competencies they need to become prepared for careers, engaged both socially and emotionally, and equipped to become lifelong learners. As a result of these intensive face-to-face trainings over a two-year period, teams of specially selected educators will develop skills and engage in activities in multi-tiered instruction and interventions, effective collaboration between stakeholders, and data-based decision making and action planning at the student, classroom, and school levels. Additionally, teams will gain an understanding of how other Arizona schools have overcome barriers to their success by building professional networks with colleagues from around the state.

Annual Program Cycle
July 1–June 30

Grant Submission Deadline
TBD, 5:00 p.m.

Maintenance of Effort (MOE)
This grant is funded by new IDEA discretionary funds and will not receive web approval until after the LEA passes the MOE review. It is important to resolve any identified MOE issues as soon as possible.

Outcomes and Commitments

Training Outcomes, Year 1	Training Outcomes, Year 2
Team success will be evaluated based on:	Team success will be evaluated based on:
▪ A strong functioning school team and collaboration between all school staff to promote positive post-school outcomes. ▪ Understanding of strategies to develop students' interpersonal competencies (e.g., assertiveness), cognitive competencies (e.g., content knowledge & learning schema) and intrapersonal competencies (e.g., self-awareness). ▪ Knowledge of how to implement evidence-based College and Career Readiness (CCR) constructs (e.g., data-based decision making, multi-tiered supports, and collaboration).	▪ Collaboration with community stakeholders (e.g., families, disability related agencies, and community services) to promote positive post-school outcomes. ▪ Increased quality and use of post-school outcome data. ▪ Increased family involvement supporting College and Career Readiness. ▪ Increased school wide implementation of the College and Career Readiness framework (that is, development of student interpersonal, intrapersonal, and cognitive competencies; and use of data-based decision making, multi-tiered instruction and

- Ability to use multiple data sources (e.g., classroom observation, competency measures, least restrictive environment, demographic data, academic data, graduation rates, post-school outcome data, and dropout rates) to make decisions at the student, classroom, and school levels.
- Ability to jointly develop and self-monitor team action plan activities that promote student competencies.
- Implementation of multi-tiered instruction and interventions to improve college and career readiness.

intervention, and collaboration).

Implementation Outcomes, Year 3	Team Commitments
As the team continues to work on implementing STMP/CCRTT strategies at the local level, success will be demonstrated by: - Improved academic achievement. - Improved graduation rate. - Decreased dropout rates. - Improved post-school outcome data.	Each team member shall sign a memorandum of agreement (MOA) at the beginning of the training year that pledges his or her commitment to: - Attend and fully participate in all trainings and team activities, which include arriving on time and staying until the end of each session. - Provide relevant data upon request. - Create, implement, and evaluate an ongoing action plan. - Complete accountability activities. - Schedule and participate in planning meetings and on-site training activities. - Disseminate information gained at trainings to staff members. The data regarding the activities in the school will be shared with the Department of Education evaluators so that success can be assessed. Personally identifiable information about the students will only be used to develop statistics, and individual student information will not be released. Any locally funded team members are considered the same as grant-funded team members. All grant and training requirements that apply to grant-funded team members also apply to locally funded members. The team lead will contact the STMP/CCRTT coordinator c/o Jeannette Zemeida at 602-542-3855 or Jeannette.Zemeida@azed.gov: - Before a session when a grant-funded or locally funded team member will be absent; and - Before replacing a grant-funded or locally funded team member for any reason.

Come Prepared

Teams should come prepared on the first training day with the following equipment:
- A laptop computer for team use.
- An LCD projector for team use during team planning time.
- Associated power and connectivity cords for the laptop and LCD projector.

If an LCD projector is not available for the team to use, contact the STMP/CCRTT coordinator (see Contacts for Assistance, Training and Training Outcomes below).

Team Membership Requirements

Minimum grant-funded members per team: 3
Maximum grant-funded members: 5
Locally funded member[1] (optional): Up to 4

Team Membership: Charter School	Team Membership: District
CHARTER SCHOOL TEAMS should have three to five staff members who work with students with IEPs. with required participation by the following school personnel: ■ School administrator or special education administrator or designee ■ High school transition coordinator/specialist or special education teacher ■ General education teacher, CTE teacher, or guidance counselor	DISTRICT TEAMS should have up to five staff members representing district secondary schools with required participation by the following district and/or school personnel: ■ District administrator or special education administrator or designee ■ High school transition coordinator/specialist or special education teacher ■ General education teacher, CTE teacher, or guidance counselor
Team Membership: High School within a District	**Team Member Exceptions**
HIGH SCHOOL TEAMS WITHIN A DISTRICT (with a large special education population) should have up to five staff members who must be part of the on-site high school staff and include: ■ School administrator or special education administrator or designee ■ Transition coordinator/specialist or special education teacher ■ General education teacher, CTE teacher, or guidance counselor	If the structure of your high school system does not fit one of these outlines, and you have questions about your high school's participation in the training, please contact Jeannette Zemeida at 602-542-3855 or Jeannette.Zemeida@azed.gov. The basic team composition for each group must be maintained throughout the two years of formal training. Once the first training starts, team member replacements will not be permitted without prior approval from the STMP/CCRTT training coordinator.

2014–2015 Training Schedule and Venues
A schedule of training events and venues follows.

Arizona's Fifteenth Annual Transition Conference	
Training Dates	**Venue and Daily Routine**
August 24–26, 2015 [M–W]	Talking Stick Resort 9800 E. Indian Bend Rd. Scottsdale AZ 85250 866-877-9897 http://www.talkingstickresort.com/ ■ Sunday early registration: 4:30 p.m.–6:00 p.m. ■ Monday registration: 8:00 a.m. ■ Monday sessions: 9:00 a.m.–5:00 p.m. ■ Tuesday sessions: 8:15 a.m.–5:00 p.m. Expected attendance at Tuesday reception from 5:00 p.m.–6:00 p.m. ■ Wednesday: 8:15 a.m.–12:15 p.m.

STMP/CCRTT (Year 1)	
Training Dates	**Venue and Daily Routine**
October 27–28, 2015 [Tu–W] January 12–13, 2016 [Tu–W] April 26–27, 2016 [Tu–W]	Four Points by Sheraton 10831 S. 51st St. Phoenix, AZ 85044 480-893-3000

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[1] A team member who is funded by another funding source has the same status, expectations, and commitment as the grant-funded team members. All grant and training requirements that pertain to grant-funded team members also pertain to locally funded members.

All training events will follow this daily routine:
Tuesday
7:30 a.m., breakfast & registration/sign in
8:00 a.m.–4:00 p.m., training sessions

Wednesday
7:30 a.m., breakfast
8:00 a.m.–3:00 p.m., training sessions

Grant Funding

The grant will provide funding for eligible teams to participate in the training as long as:
- Federal IDEA funds are available to support this program; and
- The LEA and the participating team(s) maintain their commitments, which are outlined in this document, in the Assurances found in the online funding application, and in the memorandum of agreement (MOA) that will be signed by the team on the first training day.

Funding Restrictions

This grant does not allow the following:
1. Carryover of funds from year to year is not allowed.
2. 6700–Property (Capital Outlay) [for school districts only]
3. 0190–Capital Outlay [for charter schools only]

Funding Allowances and Budget Examples

Consider the following list of items that may be purchased with this grant's funds when planning and developing the budget. Budget examples are at the end of each item to show the correct standard budget format.

1. **Salaries 6100, Employee Benefits 6200**
   - **Substitute Teachers**
     Substitute teacher costs and employer-related benefits at the district or charter school rates.
     The substitute teacher is considered an employee of the LEA with employer-related costs, even if the salary and benefits are paid for by different funding sources. The grant will pay for substitute teacher and employer-related costs for:
     - A teacher who is attending the three-day Fifteenth Annual Transition conference scheduled on school days.
     - A teacher who is participating in the six team-training days scheduled on school days.
     - Teacher travel days, if necessary (contact the IDEA capacity-building coordinator before including this expense in your budget (see Contacts for Assistance, Grant Issues, at the end of this document).

   - **Off-Contract Pay With Benefits**
     The ADE/ESS tries to schedule all trainings on days when school is in session; however, this is not always possible. When trainings are scheduled during a time when the schools are closed (e.g., spring break), the grant will pay for team members who must use their personal time to attend. District level and some charter school administrator team members will not be eligible for off-contract pay unless the district or charter school administrative office is closed on that day and the LEA policy permits it. The grant will pay off-contract time at the LEA's rate not to exceed $150 per day (for a six-hour training day).

2. **Purchased Professional and Technical Services 6300**
   - **Substitutes**
     Substitute teacher costs at the contracted rate or flat rate. There are no employer-related costs for these substitutes.
     The substitute teacher is a contracted service provider or paid a flat rate for the provision of substitute teacher services, receives an annual 1099, and is responsible for paying his or her taxes. The grant will pay for substitute costs at the contracted amount for:
     - A teacher who is attending the three-day Fifteenth Annual Transition conference scheduled on school days.
     - A teacher who is participating in the six team-training days scheduled on school days.
     - Teacher travel days, if necessary (contact the IDEA capacity-building coordinator before including this expense in your budget (see Contacts for Assistance, Grant Issues, at the end of this document).

- **Off-Contract Pay Without Benefits**
  ADE/ESS tries to schedule all trainings on days when school is in session; however, this is not always possible. When trainings are scheduled during a time when the schools are closed (e.g., spring break), the grant will pay for team members who must use their personal time to attend. District level and some charter school administrator team members will not be eligible for off-contract pay unless the district or charter school administrative office is closed on that day and the LEA policy permits it. The grant will pay off-contract time at the LEA's rate not to exceed $150 per day (for a six-hour training day).

- **Training Program Registration Fee**
  The training registration fee is an annual team registration fee, which is based on the number of grant-funded team members and the number of training days. It should not be thought of as an individual team member registration fee. A member who is unable to attend a training session and who does not have an alternate to attend in his or her place will not reduce the amount of the team registration that must be paid.
  NOTE: The training registration fee has not yet been determined.

  All registration fees include:
  o   Breakfast, lunch, and break refreshments on training days
  o   Notebooks and material that are aligned with training content and distributed in the trainings

  Six hours of continuing education units (CEUs) will be given to every team member for participating on each training day.

  - **Fifteenth Annual Transition Conference**
    NOTE: The transition conference registration fee has not yet been determined.

3. **Other Purchased Services 6500**
   Mileage, lodging, and meals are allowed for a team whose district or school is located a minimum of 51 miles from the training site.

   - **Mileage**
     - Use MapQuest to estimate the miles from the district or school office to the training site.
     - Round trip miles are calculated at $0.445 per mile in the budget.
     - The grant will pay for mileage for one vehicle only per team. Additional vehicle mileage must be paid for by other private, local, state, or federal funding sources.

   - **Lodging**
     - Double occupancy lodging is required when it is possible. However, the grant will accommodate an odd-number of team members or an odd-number of male and female members. LEAs may use other funding sources to pay for rooms for team members who prefer single lodging. In such cases, you should contact one of the training coordinator as soon as possible to ensure that there are rooms available to accommodate your team (see Contacts for Assistance, Training Coordinator: Training and Training Outcomes, at the end of this document).
     - It is the responsibility of the LEA to reserve the team's lodging, but ADE/ESS will ensure that rooms are available at the hotel training venue. Remember to reference the training by name and request the state rate when reserving rooms. The grant will not fund the difference between regularly priced rooms and the state rate when you do not request the state rate.
     - Lodging is allowed for the number of nights needed to meet a team's needs. ADE/ESS expects that teams will want to arrive the evening before the first training day to be refreshed when the session starts, but this early arrival is optional.
     - A team that is unable to return to the home district office or school site by 8:00 p.m. after the last training day of each event may request additional lodging to ensure a safe return at a reasonable hour. When planning the inclusion of additional lodging in the budget, check the time when teams will be released and use MapQuest to calculate the amount of time the return trip will take.

   - **Meals**

- Dinner for each night's stay over (breakfast and lunch on training days are provided as part of the registration fee).
- Dinner when the team is in travel status. This includes dinners:
  - ✓ For each night's stay-over, and
  - ✓ When a team is traveling back to its home district after 8:00 p.m. on the last training day of each event.
- Breakfast at the state rate for a team that requires additional lodging or is in travel status for at least six hours between 12:01 a.m.–10:00 a.m. on the days before and following an event.
- Lunch when the team is in travel status at least six hours between 10:01 a.m.–4:00 p.m. on May 4 and on the days before and following an event.

Lodging and Meal Allowance Table

The following table provides a breakdown of lodging allowances based on the number of nights a team needs to stay over. The allowed per-meal-amounts are included at the end of the table. Use the information provided here to calculate the lodging and meal needs of your team. An additional 15% has already been added to the lodging state rate to ensure that the tax is covered.

LOCATION	TRAINING DATES	STATE RATE	1 ROOM + 15% TAX	2 ROOMS 1 NIGHT	2 ROOMS 2 NIGHTS	2 ROOMS 3 NIGHTS
Lodging Allowance for 2 Rooms						
Transition Conference	Aug 24–26, 2015	$74	$86	$172	$344	$516
Training	Oct 27–28, 2015	$103	$119	$238	$476	$714
	Jan 12–13, 2016	$141	$163	$326	$652	$978
	Apr 26–27, 2016	$109	$126	$252	$504	$756
	Total:	$353	$408	$816	$1,632	$2,448

LOCATION	TRAINING DATES	STATE RATE	1 ROOM + 15% TAX	3 ROOMS 1 NIGHT	3 ROOMS 2 NIGHTS	3 ROOMS 3 NIGHTS
Lodging Allowance for 3 Rooms						
Transition Conference	Aug 24–26, 2015	$74	$86	$258	$516	$774
Training	Oct 27–28, 2015	$103	$119	$357	$714	$1,071
	Jan 12–13, 2016	$141	$163	$489	$978	$1,467
	Apr 26–27, 2016	$109	$126	$378	$756	$1,134
	Total:	$353	$408	$1,224	$2,448	$3,672

LOCATION	TRAINING DATES	STATE RATE	1 ROOM + 15% TAX	4 ROOMS 1 NIGHT	4 ROOMS 2 NIGHTS	4 ROOMS 3 NIGHTS
Lodging Allowance for 4 Rooms						
Transition Conference	Aug 24–26, 2015	$74	$86	$344	$688	$1,032
Training	Oct 27–28, 2015	$103	$119	$476	$952	$1,428
	Jan 12–13, 2016	$141	$163	$652	$1,304	$1,956
	Apr 26–27, 2016	$109	$126	$504	$1,008	$1,512
	Total:	$353	$408	$1,632	$3,264	$4,896

LOCATION	DINNER	LUNCH	BREAKFAST	DAILY PER DIEM
LOCATION				
All Events	$27	$16	$11	$54

4. **6910–Indirect Cost Recovery**

   Indirect costs at the applicant's approved indirect cost rate and county-approved indirect cost rate, if they are applicable, are allowed with this grant funding. If approved rates are available at the time of the grant submission, the grant will automatically calculate the indirect cost amount; but the applicant must manually type it in the appropriate cell within the budget in order to add it to the total grant amount. If indirect cost rates are not available, a web-approved grant may be amended later to include indirect cost at the approved rate. If the LEA has an approved indirect cost rate that has not been frontloaded into this grant, contact Grants Management to request that the staff fix this omission. No other administrative costs are allowed.

NOTE: If the grant has not received web approval by the first training event, the LEA should be prepared to temporarily reallocate funds from another local, state, or other federal funding source to pay for the team's immediate training

expenses. Other funding that is spent from another source may be reimbursed with grant funds when the grant is approved.

Team Registration and Purchase Orders
Team registration will be handled through an STMP/CCRTT training registration site. Information on the registration process will be provided to the accepted team at a later date. However, a team must have a purchase order (PO) on file with ADE/ESS prior to the first event.

The PO should have all of the components identified in the PO example below.
- Submit one PO for the team for the entire annual registration amount.
- Do not identify individual team members by name.
- If the option to include a district- or school-funded team member is exercised, include the additional registration fee in the same PO as shown below.

<table>
<tr><td colspan="2" align="center">**PO Example**</td></tr>
<tr><td>Training name:</td><td>2016 IDEA – STMP/CCRTT Year 1</td></tr>
<tr><td>School name:</td><td>[Identify the school if the team is a school-based team]</td></tr>
<tr><td>Event and dates:</td><td>Fifteenth Annual Transition Conference:
August 24–26, 2014

5 team members x $325 registration fee = 1,625
1 district-funded registration fee @ $325 [optional]</td></tr>
<tr><td>Event and dates:</td><td>STMP/CCRTT-1 training dates:
October 27–28, 2015
January 12–13, 2016
April 26–27, 2016

5-member annual team-training registration fee = $5,100
1 district-funded annual team training registration fee = $1,020</td></tr>
</table>

POs may be mailed, faxed, or scanned, and emailed to:

Jeannette Zemeida
Exceptional Student Services
1535 W Jefferson Street, Bin 24
Phoenix AZ 85007
Fax: 602-542-5404
Email: Jeannette.Zemeida@azed.gov

The LEA will be invoiced for a portion of the total registration fee after each training event. DO NOT pay the entire annual registration fee at one time.

Contacts for Assistance
Special Projects
Alissa Trollinger, Director, 602-364-4004, Alissa.Trollinger@azed.gov

Training Coordinators: Training and Training Outcomes
Ana Núñez, Transition Specialist, 602-542-4195, Ana.Nunez@azed.gov
Jeannette Zemeida, Special Projects Assistant, 602-542-3855, Jeannette.Zemeida@azed.gov

Grant Issues
Celia Kujawski, IDEA Capacity-Building Grant Coordinator, 602-432-3213, Celia.Kujawski@azed.gov

GME Technical Assistance
Grants Management, (844) 893-9789 or local (602) 542-3901, GrantsManagementGroup@azed.gov